

Embassy of the United States of America

Attention: Special Self Help Coordinators
Corner of United Nations and Independence
PO Box 31617, Lusaka, Zambia
Phone: 250955, Fax: 252225

The U. S. Democracy and Human Rights Fund

Application Form Available Free of Charge For office use only

| | |
|----------|---------------|
| Rec'd on | Resp. Sent on |
|----------|---------------|

1. Organization Name:

Please attach *registration* documentation, but do NOT attach organization constitution.

Is the organization a start-up? Yes No

Founded on (date):.....

Where (City/Town): (Province):.....

Goals/Objectives:

.....

.....

Membership requirements:.....

.....

.....

Number of registered members: Female Male

Does the organization have an office? *Yes..... No

*If yes, please provide documentation of building ownership or user rights.

2. Contact Information: This person would serve as the Project Manager, responsible for obtaining invoices, receipts, materials, receiving funding, coordinating the work, and seeing that the project is completed on time.

Name (First, Last):..... Telephone:

Post Address-PO Box, P/Bag, Plot, City/Town:.....

Email:..... Fax No.:

3. Describe any activities, similar to the one that you are applying, that the organization has done successfully in the past.

Activity 1: When? From (date)to (date).....
Where?
Who were the participants?
What was the activity about?
.....
.....
.....
.....
How was the activity funded?

Activity 2: When? From (date)to (date).....
Where?
Who were the participants?
What was the activity about?
.....
.....
.....
.....
How was the activity funded?

Activity 3: When? From (date)to (date).....
Where?
Who were the participants?
What was the activity about?
.....
.....
.....
.....
How was the activity funded?

5. Brief description of the activity for which you are applying. (Please use the back side if more space is needed. Make your answers concise and DO NOT attach project proposals.)

- Who will be the participants?
- What is the activity?

This image shows a single sheet of white paper with horizontal dashed lines, typical of primary-ruled notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- How does the activity address the issue of democracy and human rights?

- What do you hope the activity will achieve?

- Where will the activity take place?

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- K

- Yes No.....

If yes, who?

- Do not attach additional pages or invoices/performas.*

[illegible]

6. References: Please list three references and provide a *letter* from each of them. All references must confirm the organization and validate your ability to organize and manage the project. Attach the letters with this application.

Name 1:.....

Name 2:.....

Name 3:.....

Your name (print)

Signature:..... Date:.....

Check List

Please be sure that you have attached the following documentation, whichever applicable, and write the number on top of the corresponding attachment.

Attachment 1: Registration of your organization.

Attachment 2: Documentation of building ownership or user rights for your office.

Attachment 3: CVs/biographies of facilitators.

Attachment 4: Three letters of references.

Please DO NOT attach any unrequested documents, such as project proposals, or performas!